

# CITY OF HOUSTON PUBLIC RECORDS CHARGES

ESTIMATE

X BILLING

Date 1/2/2018

Requestor Matt Chapman

Method of Payment:

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cash \_\_\_\_\_  
Check \_\_\_\_\_

	Number		Total
Standard-size Paper Copies (8 x 11, and 8 x 14 inch)	<u>0</u>	@ \$ 0.10 /page	\$ <u>0.00</u>
Nonstandard-size Copies:			
-Diskette, CD-RW, or CD-R	<u>1</u>	@ \$ 1.00 /ea	\$ <u>1.00</u>
-Magnetic Tape*	<u>0</u>	@ \$11.00 – 13.50 <sup>1</sup>	\$ _____
-Data cartridge	<u>0</u>	@ \$17.50– 35.00 <sup>1</sup>	\$ _____
-VHS Video Cassette	<u>0</u>	@ \$ 2.50 /ea	\$ <u>0.00</u>
-Tape Cartridge	<u>0</u>	@ \$38.00 – 45.00 <sup>1</sup>	\$ _____
-Audio Cassette	<u>0</u>	@ \$ 1.00 /ea	\$ <u>0.00</u>
-Paper (11 x 17 inches, greenbar, bluebar)	<u>0</u>	@ \$ 0.50 /ea	\$ <u>0.00</u>
-Mylar	<u>0</u>	@ \$.85-1.35 <sup>1</sup> /LF	\$ _____
-Blueprint/Blue-line paper	<u>0</u>	@ \$ 0.20 /LF	\$ <u>0.00</u>
-Other (Description)	<u>0</u>	Actual cost	\$ <u>0.00</u>

Additional charges for paper copies involving: (1) Redaction of confidential information<sup>2</sup>, (2) Not readily available information (in more than one building or remote storage), or (3) readily-available information of more than 50 pages<sup>3</sup>:

-Personnel Charges	<u>4.00</u>	@ \$ 15.00 /hr	\$ <u>60.00</u>
-Overhead Charges (20% of total personnel charges)		<u>60.00</u>	\$ <u>12.00</u>
-Archive Retrieval Charges: (actual cost))	\$	-	\$ <u>0.00</u>

## Computer Resource Charges:

-Mainframe	<u>0</u>	@ \$ 10.00 /min	\$ <u>0.00</u>
-Midsized*	<u>0</u>	@ \$ 1.50 /min	\$ <u>0.00</u>
sa	<u>0</u>	@ \$ 2.20 /hr	\$ <u>0.00</u>
-PC or LAN	<u>0</u>	@ \$ 1.00 /hr	\$ <u>0.00</u>
-Programming Time	<u>0</u>	@ \$ 28.50 /hr	\$ <u>0.00</u>

Photographs:	<u>0</u>	(actual cost)	\$ <u>0.00</u>
Postage/Shipping Charges:	<u>3</u>	(actual cost)	\$ <u>3.00</u>
Other Charges Description:			\$ <u>0.00</u>

**TOTAL CHARGES** **76.00**

<sup>1</sup> Refer to Cost Regulations of the Office of the Attorney General.

<sup>2</sup> Charges for redaction of confidential information that the requestor has allowed the City to redact will be assessed for inspection of paper and electronic information.

<sup>3</sup> Except as stated above, there is no charge to inspect paper records if no copy is requested unless the information is older than 5 years old or completely fills six or more archival boxes and more than 5 hours is required to make the information available. Additionally, if more than 50 pages of copies are requested after inspection of the documents, personnel charges (assessed on a on proportional basis of number of copies requested vs. number of records inspected) and all archival retrieval costs (if any) will be charged, plus ten cents a page for each copy.